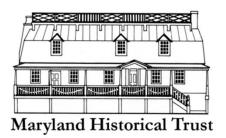
AFRICAN AMERICAN HERITAGE PRESERVATION GRANT PROGRAM



GRANT WORKSHOP









Governor's Office of Community Initiatives

Today's Agenda

Introduction
Eligibility
Getting Started
Project Scope & Budget Requirements
Selection Process
Grant Administration

Program Basics

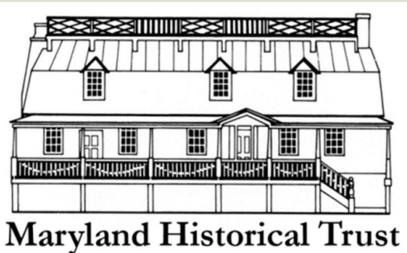
- Grants fund construction-related projects
- Properties important to Maryland's African American history and culture
- Maximum grant = \$100,000
- \$1,000,000 available each year

Application Deadline

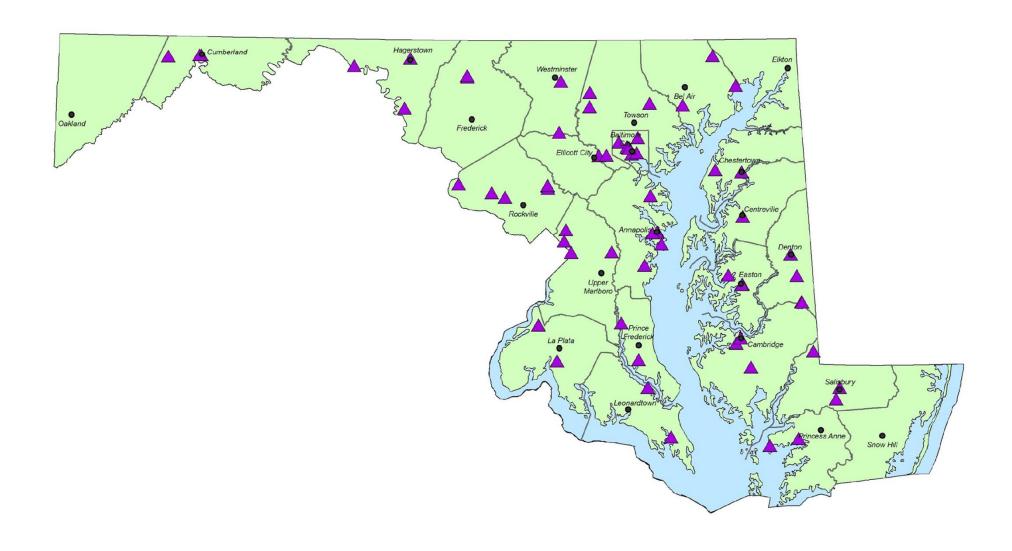
You must submit your online application by 11:59 pm on July 1, 2020

MCAAHC & MHT Partnership





Our 10th Anniversary!



Eligibility

Eligible Applicants
Eligible Properties
Eligible Activities

- Non-profit organizations
- Local governments
- Business Entities
- Private Individuals
- State and Federal agencies

Non-Profit Organizations & Businesses

 Must be registered and in good standing with <u>SDAT</u>

Non-Profit Organizations

 Submit your non-profit designation letter from the IRS

State & Federal Government Agencies

Apply as a non-profit

Businesses & Private Individuals

 Selection criteria usually favor non-profits and local governments

Eligible Properties

 Properties important to Maryland's African American history or culture

Historical designation is NOT required

Property Owner Consent is REQUIRED!

Your application will be rejected unless:

- You submit a letter of property owner consent even if the owner and the applicant are the same. Use the <u>template</u> on the program webpage.
- MHT can confirm the property owner you can check <u>SDAT's property database</u> online.

Eligible Activities



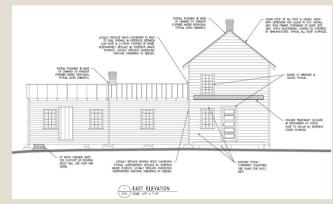
Acquisition



New Construction



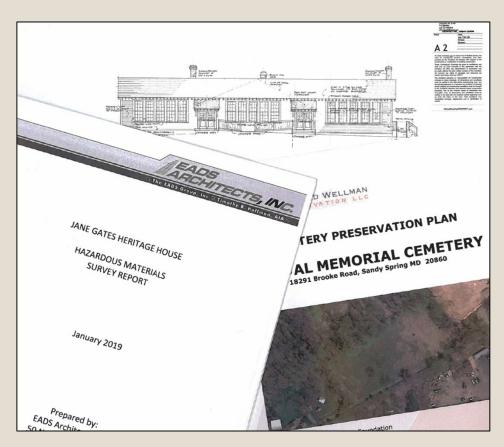
Rehabilitation



Pre-development as part of a capital project

What are pre-development costs?

- assessments and work recommendations necessary for a construction project
- plans and specifications
- archaeological investigations necessary for construction
- architectural, design, and engineering services
- not feasibility studies or master plans!



Eligible Projects

- Must involve "capital" expenditures.
- Improvements should last at least 15 years
- Projects must start after the grant is awarded.
- Projects must meet the <u>Secretary of the</u> Interior's <u>Standards</u>.

What costs are ineligible?

Example ineligible costs

- Legal fees
- Insurance
- Staff salaries
- Maintenance
- Temporary exhibits
- Landscaping
- Work that is not bid per MHT requirements

What are the Secretary of the Interior's *Standards*?

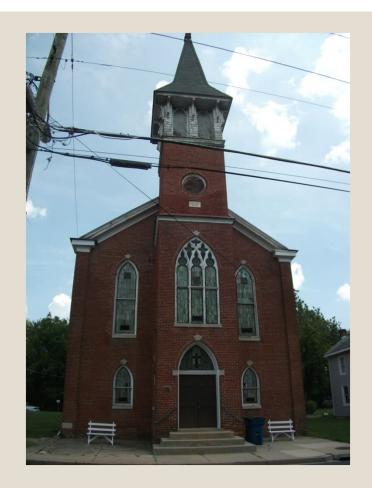




Your project must protect historic features.

Religious Properties

- Buildings used for religious purposes can receive funds for exterior or structural work
- Work on objects with religious imagery is not eligible
- Buildings that are not used for religious purposes may also be eligible for grant funds for interior work.



Asbury M.E. Church, Easton

Cemeteries

Cemetery Project Examples:

- Repair and resetting of grave markers
- Identification of unmarked burials
- Repair or installation of paths and walls / fences
- A cemetery conservation plan
- Determine ownership of a cemetery Required!

Tolson's Chapel, Sharpsburg





How to Get Started

Where to begin?

- Identify application items that may take a while...
 - Letter of property owner consent
 - Letters of support
 - Budget
- Create a schedule for yourself so you can get them all done in time!

Develop Your Project

Types of Projects:

- Acquisition?
- New construction?
- Repair/Renovation?
- Predevelopment?
- Project Timeline Should the project be broken into phases?
- Project Urgency: What is the most urgent work that needs to be done?

Sample Project Description

Project Description

The fellowship hall rehabilitation project began with a roof repair last year. The next phase of work will continue the exterior rehabilitation of the hall. The brick foundation piers will be repointed with appropriate mortar. The historic wood window frames and sashes will be repaired. The gutters and downspouts will be replaced, and the entry ramp will be upgraded to be ADA-compliant. The final phase will include interior work on the floors and bathrooms.

Sample Project & Grant Scope Description

Project Description

The fellowship hall rehabilitation project began with a roof repair last year. The next phase of work will continue the exterior rehabilitation of the hall. The brick foundation piers will be repointed with appropriate mortar. The historic wood window frames and sashes will be repaired. The gutters and downspouts will be replaced, and the entry ramp will be upgraded to be ADA-compliant. The final phase will include interior work on the floors and bathrooms.

Grant Project Scope of Work

- architectural drawings for phase two
- repoint foundation piers
- repair historic wooden windows
- replace gutters and downspouts
- bring entrance ramp into ADA compliance

Project Schedule

- Will you be ready to start as soon as the grant is awarded?
- What are the phases of your project?
- What deadlines do you need to meet?
- Have you included time for design, permits, and hiring a contractor?
- Can you finish within the 2-year grant period?

Project Urgency

Reviewers may not be familiar with your site or project – paint a picture!



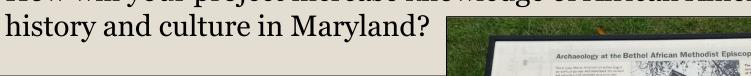


Be convincing about the **significance** and **urgency** of the project.

African American Historical Significance

How will your project benefit and teach the public?

How will your project increase knowledge of African American





Application Requirements: Project Description & Budget

Construction Project Description

- Overall project: What construction work do you plan to complete?
 - Can reviewers imagine the work based on your description?
- **Grant request**: Be clear about what work the grant will pay for.
 - Is the work eligible?



Sample Project & Grant Scope Description

Project Description

The fellowship hall rehabilitation project began with a roof repair last year. The next phase of work will continue the exterior rehabilitation of the hall. The brick foundation piers will be repointed with appropriate mortar. The historic wood window frames and sashes will be repaired. The gutters and downspouts will be replaced, and the entry ramp will be upgraded to be ADA-compliant. The final phase will include interior work on the floors and bathrooms.

Grant Project Scope of Work

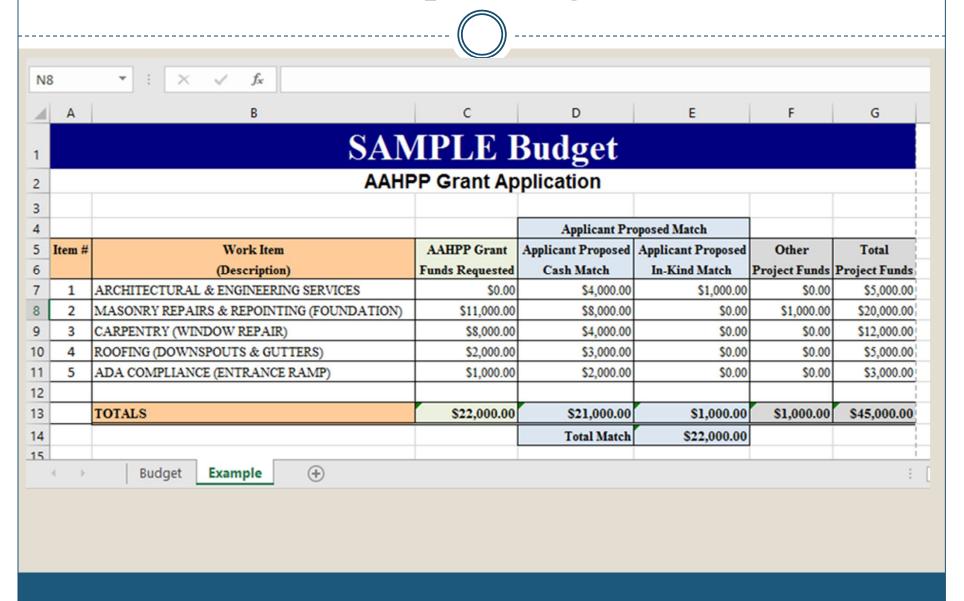
- architectural drawings for phase two
- repoint foundation piers
- repair historic wooden windows
- replace gutters and downspouts
- bring entrance ramp into ADA compliance

Your budget should correspond to these items!

How do I develop my budget?

- Have you gotten a rough estimate from an architect or contractor?
- What funds and resources are available?
- Can your organization manage the project? Do you need to hire a project manager or architect?

Sample Budget



Match Requirements

- All applicants EXCEPT non-profit organizations must provide 1:1 match
- Match can be cash or in-kind, but must relate directly to the grant project
- State funds cannot be used as match

Including the Budget in Your Application



Resources

My Grant Account

- Sample FY 2021 Grant Application ₹
- > Guidelines
- > Sample Budget
- ➤ Online Application "Quick Start" Guide
- > Manual of Program Requirements
- > Emergency Grants Policy
- ➤ Property Owner Consent Template 🗐

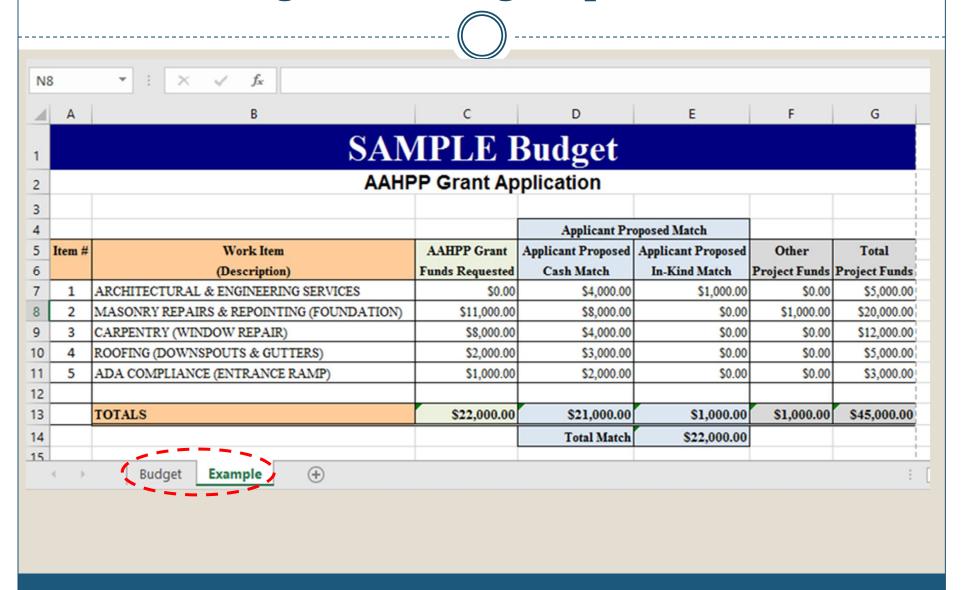
African American Heritage Preservation Program Grants for Capital Projects

MHT and MCAAHC are currently assessing the impact of the COVID-19 pandemic on grantees and applicants, including identifying potential changes to grant or application submission requirements. Future announcements will be posted on this page. Program staff are currently on telework and are best reached by e-mail at the address found on this page under the heading "Application Process." Please contact staff if you have any questions about your grant project or application.

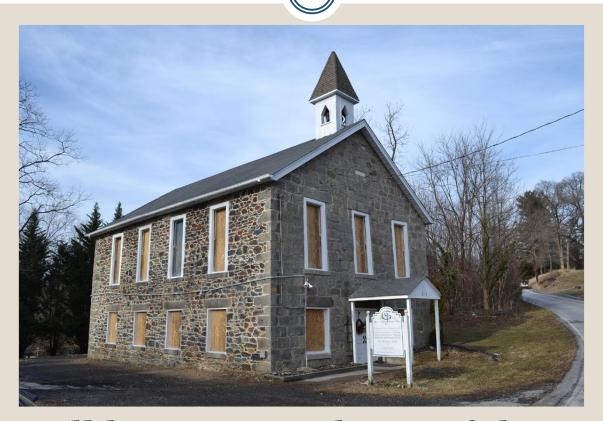
The African American Heritage Preservation Program (AAHPP) was established by the General Assembly in 2010 to provide capital grants to assist in the preservation of buildings, sites, or communities of historical and cultural importance to the African American experience in Maryland. The AAHPP is administered as a partnership between the Maryland



Filling in the Budget Spreadsheet



Easements



MHT will let grantees know if they need to convey a preservation easement.

What is an Easement?

- An easement is a legal contract between MHT and the property owner.
- The easement is recorded in the local land records.
- The easement usually protects buildings, structures, and associated archaeological resources on the property.

Easement – What Are the Owner's Responsibilities?

- The owner must notify MHT of any proposed changes to the property for approval before work is undertaken.
- The owner must maintain the property in good condition.
- Insurance may be required.

Easement Requirements

- The owner must indicate willingness to convey an easement
- The easement must be conveyed before a grant agreement is executed and before work begins or grant funds are disbursed.
- Legal documents related to drafting the easement are NOT eligible for grant funding or as match.

Grant Administration

Grant Administration Schedule

July 1, 2020: Application deadline, 11:59 pm (online)

The following dates are approximate:

- December 2020: Grant awards announced
- December 2020-February 2021: Grant Agreements completed
- December 2022: Project completed

The initial paperwork takes time! After grants are awarded, it may take several months to finalize the required legal documents and begin construction.

What else should I know if I get a grant?

- ALL work approved by MHT BEFORE construction starts
- Grant funds can only pay for contractors hired through a process approved by MHT
 - NO sole-sourcing
- MHT can only pay the grantee, who will be responsible for paying contractors

Selection Process & Criteria

Grant Selection Process

After you submit your application...

- 1. MHT staff reviews for eligibility
- 2. MCAAHC ranks applications
- 3. MHT Board of Trustees review MCAAHC award recommendations
- 4. Recommendations sent to Secretary of the Maryland Department of Planning for approval
- 5. Award letters are sent! (anticipated in December)

Grant Selection Criteria*

Significance & Need

- Significance of project
- Urgency

Project Design

- Project scope & protective value
- Project goals
- Project budget
- Financial capability
- Project schedule

Project Management

- Administrative capability
- Professional capability

Public Benefit, Impact, & Local Commitment

- public benefit
- educational & demonstration value
- local commitment
- leverage

Special Initiatives

- Relationship to ASALH theme "African Americans and the Vote"
- geographic distribution

*See the Grant Guidelines for complete descriptions of these criteria.

Tips for a Successful Grant Application

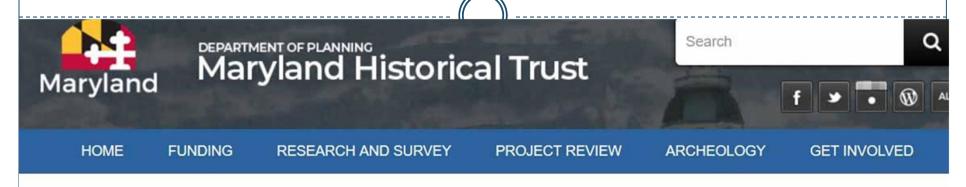
- What are your goals for the project? How do they relate to the goals of MCAAHC and MHT?
- Know what expertise the project requires and assemble a strong project team.
- Show us your **commitment** to the project: how will it be sustained into the future? (How will you protect this investment?)
- Review and understand our selection criteria.
- Clearly and concisely state all responses. Make it easy for us!

Tips for a Successful Capital Project

- Check on local & state regulations
 - Contact your local planning department
 - How do you get a permit?
 - Will your project require special waivers or hearings?
- Community support is important!
 - Letters of support
 - Partnerships
 - Sharing resources / information

Online Handouts:

https://mht.maryland.gov/grants_africanamerican.shtml



Resources

My Grant Account

- ➤ Sample FY 2021 Grant Application ★
- > Guidelines
- > Sample Budget
- ➤ Online Application "Quick Start" Guide
- ➤ Manual of Program Requirements 📆
- > Emergency Grants Policy
- > Property Owner Consent Template

African American Heritage Preservation Program Grants for Capital Projects

applicants, including identifying potential changes to grant or application submission requirements. Future announcements will be posted on this page. Program staff are currently on telework and are best reached by e-mail at the address found on this page under the heading "Application Process." Please contact staff if you have any questions about your grant project or application.

The African American Heritage Preservation Program (AAHPP) was established by the General Assembly in 2010 to provide capital grants to assist in the preservation of buildings, sites, or communities of historical and cultural importance to the African American experience in Maryland. The AAHPP is administered as a partnership between the Maryland



Other Funding Sources

AAHPP	MHT Capital	MHAA Capital
Projects that promote awareness of African American history and culture	Projects that protect or repair important historical properties (no new construction)	Projects that promote heritage tourism in Maryland's Heritage Areas

GOOD LUCK!

- development of capital project or technical preservation assistance, and help with the online grant application:
 Charlotte Lake, Ph.D.
 MHT Capital Grant and Loan Program Administrator
 charlotte.lake@maryland.gov 410-697-9559
- *project purpose and scope:*Chanel Compton, Executive Director of MCAAHCchanel.compton@maryland.gov 410-216-6180